



Register on-line: [www.alexandriava.gov/WorkforceDevelopment](http://www.alexandriava.gov/WorkforceDevelopment)

Or in-person: Workforce Development Center (WDC)  
1900 N. Beauregard Street, 3rd Floor, Suite 300,  
Alexandria, VA 22311



#### Connect With Us:

[www.facebook.com/WDCAlexandriaVA](http://www.facebook.com/WDCAlexandriaVA)

[www.twitter.com/WDCAlexVA](http://www.twitter.com/WDCAlexVA)

[www.linkedin.com/company/workforce-development-center-city-of-alexandria-va](http://www.linkedin.com/company/workforce-development-center-city-of-alexandria-va)

### Specialty Training Workshops Recurring Monthly

#### Mouse & Keyboard Skills Training (2-Part Workshop)

**Part I: Mouse**—This is a great workshop for new starters to the world of computers. The workshop is designed with a tutorial to help people who have never used a mouse before. The workshop will cover basic parts of the mouse, holding and moving the mouse, pointing and moving the mouse, using the scroll wheel, customizing your mouse and tips for using your mouse safely. (60 minutes)

**Part II: Keyboard**—Using a computer keyboard is now considered a basic skill necessary for everyone entering today's workforce. Learn to understand the various parts of the keyboard, how to place your hands, type letters and numbers using the correct finger on each hand. You will identify the ten basic keys of the keyboard with many helpful typing tips. Before the end of each session, you will need to practice typing using a free program from the internet. (90 minutes)

#### Ace the Interview

This workshop offers information on current interviewing processes and practices. Participants will learn how to answer the most common and important interview questions through interactive, hands-on exercises. (90 minutes)

#### Mock Interview: Do You Know What's Involved?

Would you like somebody to review your resume? Then this is your opportunity to meet with a counselor to review your interviewing skills. Mock interviews are a neat way to both practice and receive feedback in a safe, supportive environment. This is a three-part workshop; lecture and 2 practice sessions. Please come and bring a copy of your resume with you. (90 minutes)

#### Meet the Employer: Interviewing From the Employer's Perspective (90 minutes)

When it **comes** to job interviewing, you know what **you** want: a sweet job offer. It is always amazing, when you think about it, how little time job seekers spend thinking about their interviewer's motivations and goals. To give job seekers a better insight on what the employer is looking for in a candidate, this workshop will have, as a guest speaker, an employer from the community to discuss his/her perspectives on interviewing and hiring. (60 minutes)

### Basic Computer Training

#### Introduction to Basic Computer Training **Four-3 hour Sessions**

This workshop is intended for participants who are new to computers or are seeking to refresh their basic computer skills. Participants will learn basic computer functions such as turning a computer on and off, starting and closing programs. This course will focus on basic computer skills using Microsoft 7 operating system and Microsoft Word 2010.

#### Introduction to Microsoft Word 2010 **Four-3 hour Sessions**

In this course you will learn valuable word processing skills like creating, saving and retrieving documents; inserting and deleting text; formatting text; and using cut, copy and paste feature. Before you take this course, you should have some experience with using a computer and the Windows operating system.

### Career Search Tools (Basic)

*This intro workshop is designed for first-time entrants into the workforce or persons who have been out of the job market for a while.*

#### Basic Resume Writing

Learn to create an attractive and effective resume. Pre-requisite: You must bring a copy of your most recent resume **OR** complete the Sample Employment Application which you can find in the WDC Career Center.

#### Completing a Job Application

Gain a better understanding of the importance of completing all questions on a job application.

#### Job Search

Finding a good position can be challenging. In this workshop, you will learn search strategies that will enable you to find job openings via the Internet, networking, using social media, and professional associations.

#### Dress for Success

When interviewing for a job, first impressions are critical. This workshop offers techniques and simple steps that will assist job seekers in dressing for an interview.

#### The Art of Interviewing

The perfect workshop for those with little experience interviewing or have not interviewed in a while. Topics covered are: **before** the interview – preparation, proper attire, what to take; **during** the interview – body language, common interview questions, do's & don'ts; **closing** the interview—asking questions, next steps in the process, follow-up practices.



The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, email: [maurice.tomdino@alexandriava.gov](mailto:maurice.tomdino@alexandriava.gov) or call our video phone 571.384.5244.

### Specialty Training Workshops Recurring Monthly

#### Employment Strategies for Experienced Workers 50+

Employers value the talents that mature workers bring to the workplace. If you are 50 or older, you can refresh your job skills and re-enter the workforce. Learn strategies and resources experienced job seekers can use to launch a job search and find gainful and meaningful employment. (90 minutes)

#### Resume & Cover Letter Critique

Matching your skills and experience to an employer's needs is the key to developing your winning resumes and cover letters. Learn to market yourself effectively by revising and refining your resume and cover letter. Bring a copy of your resume as well as job postings you are interested in. (90 minutes)

#### Employment Strategies for Ex-Offenders

This workshop addresses the unique barriers to employment faced by persons with a felony conviction. Learn strategies to overcome those barriers during the job search process. This workshop is open to the public but is most beneficial for those that have a criminal record or know someone who does. (90 minutes)

#### Completing an Effective Employment Application

This workshop will demonstrate why it is important to complete all questions on a job application. (90 minutes)

#### How to Create a LinkedIn Account?

This workshop will teach you how to create a LinkedIn account and give you tips on how to expand your job search through social media.. (90 minutes)

#### Basic Resume Writing

This course teaches you not just what a resume should look like, but what it should say. It walks you step-by-step through the creation of the most common sections found on resumes in today's job market. (180 minutes)

#### Hard Skills/Soft Skills: What Employers Look For

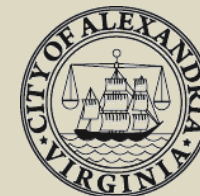
In this workshop, participants will learn the difference between hard skills and soft skills, top soft skills employers look for in a candidate and the importance of soft skills in getting and keeping a job. (90 minutes)

# Career Readiness Workshops

1900 N. Beauregard Street, 3<sup>rd</sup> Floor, Suite 300, Alexandria, VA 22311




Office: 703.746.5940

Hours of Operation: Monday - Friday 8 a.m. to 5 p.m.



Workshops are offered at **NO COST**. However, **Pre-registration is Required**

**October 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
			<p>1</p> <p>Hard Skills/Soft Skills: What do Employers Look For 11:00 a.m. - 12:30 p.m.</p>	<p>2</p>
<p>5</p> <p>Orientation to the Work -force Development Programs &amp; Services. 9:00 a.m. - 10:30 a.m. ***** Intro to Computers 1:30 - 4:00 p.m.</p>	<p>6</p> <p>Intro to Basic Computers Part II 1:30 - 4:00 p.m.</p>	<p>7</p> <p>Completing an Effective Employment Application 10:00 - 11:30 a.m. ***** Intro to Basic Computers Part III 1:30 - 4:00 p.m.</p>	<p>8</p> <p>Intro to Basic Computers Part IV 1:30 - 4:00 p.m.</p>	<p>9</p>
	<p>13</p> <p>Mouse &amp; Keyboard Skills Training 1:30 - 3:00 p.m.</p>	<p>14</p> <p>Ace the Interview 9:00 - 10:30 a.m. ***** Mock Interview Part I 11:00 a.m. - 12:30 p.m.</p>	<p>15</p> <p>Basic Resume Writing 9:00 a.m. - 12:00 p.m.</p>	<p>16</p>
<p>19</p> <p>Orientation to the Work -force Development Programs &amp; Services. 9:00 - 10:30 a.m.</p>	<p>20</p> <p>Basic Resume Writing 9:00 a.m. - 12:00 p.m.</p>	<p>21</p> <p>Mock Interview Part II 9:00 - 10:30 a.m.</p>	<p>22</p> <p>Employment Strategies for Experienced 50+ 1:00 - 2:30 p.m.</p>	<p>23</p>
<p>26</p> <p>Orientation to the Work -force Development Programs &amp; Services. 9:00 - 10:30 a.m.</p>	<p>27</p> <p>Career Search Tools 9:00 a.m. - 2 p.m. ***** How to Create a LinkedIn Account 1:30 - 3:00 p.m.</p>	<p>28</p> <p>Basic Resume Writing 9:00 a.m. - 12:00 p.m.</p>	<p>29</p> <p>Meet the Employer: Interviewing From the Employer's Prospective 9:30 - 11:00 a.m.</p>	<p>30</p> 

## On-Site Partners Contact Information

Alexandria/Arlington Regional  
Workforce Council  
[www.alexandriarlingtonwib.com](http://www.alexandriarlingtonwib.com)

Alexandria Commission on Em-  
ployment (ACE)  
[alexandriava.gov/boards/info/  
default.aspx?id=36532](http://alexandriava.gov/boards/info/default.aspx?id=36532)

Department of Aging and  
Rehabilitative Services  
[www.vadrs.org](http://www.vadrs.org)

Catholic Charities Migration &  
Refugee Service  
[www.ccda.net](http://www.ccda.net)

National Council on Aging  
(NCOA), Senior Community  
Services Employment Program  
571.335.4027  
[www.ncoa.org](http://www.ncoa.org)

Virginia Veterans Virginia  
Wounded Warrior Program  
[www.wearevirginiaveterans.org](http://www.wearevirginiaveterans.org)

Linden JOBS Alexandria  
Main Number: 703.521.4441  
[www.linden.org](http://www.linden.org)

Register in person or online at: [www.alexandriava.gov/WorkforceDevelopment](http://www.alexandriava.gov/WorkforceDevelopment)